

DEPARTMENT OF THE ARMY UNITED STATES ARMY GARRISON WIESBADEN UNIT 29623 APO AE 09096-0050

IMEU-WSB-ZB DEC 1 2 2008

MEMORANDUM FOR

USAG Wiesbaden, APO AE 09096 USAG Baumholder, APO AE 09034

SUBJECT: External Standard Operating Procedures for Self Service Supply Center and Central Receiving Point

1. References:

- a. AR 710-2, Supply Policy below the National Level, 28 Mar 08.
- b. AR 725-50, Requisitioning, Receipt and Issue System, 15 Nov 95.
- c. DA PAM 710-2-2, Supply Support Activity Supply System, 30 Sep 98.
- 2. Purpose: To establish procedures and provide information to assist customers of the Self Service Supply Centers (SSSC) and the Central Receiving Points (CRP). Used in conjunction with above references, this External Standard Operating Procedures (ESOP) provides guidance in the acquisition and disposition of supplies and equipment.
- 3. Applicability: The provisions of this ESOP are applicable to all units and activities who are customers of the USAG Baumholder, SSSC and CRP. SSSC and CRP location, telephones, fax numbers, and points of contact (POCs) are attached. (Encl 1)
- 4. Mission: Provide BASOPS supply support to all military units, civilian agencies and other activities within USAREUR area of responsibility.
- 5. Systems used: The SSSC performs supply functions by use of the General Services Administration (GSA) Point of Sale system (POS). This system is designed to make sales, returns, receive, track customer funds spending, and give inventory visibility as well as to provide asset visibility to General Services Administration (GSA) with the intent to come on-line with the Army's conversion to Single Stock Fund (SSF).
- 6. SSSC functions are to provide office and cleaning supplies to all US Government organizations in the USAG Wiesbaden area of operations (AOR).
- 7. Central Receiving Point

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- a. Only persons authorized by DA Form 1687 (DA PAM 710-2-1, para2-32) will sign for and receive supplies. Customers will pick up supplies at the CRP. Customers will be required to show valid personal identification upon receipt of supplies and equipment from the CRP. Once the authorized unit representative acknowledges the receipt of an item, the representative accepts responsibility for correctness of the item, requested quantity, national stock number, condition and serial number, etc. When the receipt document and item being received match, the customer will print his/her name, sign and date two copies of the receipt document (AR710-2 para 2-8). One copy will be retained by the CRP and one given to the customer.
- b. Customers will be notified as soon as possible when items arrive for their DODAAC. Customers must pick up their items within 5 work days from date of notification. Customers are free to call the CRP Baumholder at DSN: 485-6827 or COM: 06783-6-6827 to periodically check for shipments.
- c. All customers are responsible for ensuring that they have the appropriate vehicles, equipment and paperwork to transport their cargo.
- 8. Non-acceptance of shipments with discrepancies:
- a. Refusal to accept equipment: If a customer refuses to accept an item and declares it is not an item that they ordered, the item will be returned to Supply Activities European (SAE).
- b. Hidden defects: The customer will prepare DA Form 2765-1 using the document number on which the item was received from the CRP. The customer will enter return advice code "1U" in block 22.
- 9. Report of Discrepancy: It is the responsibility of the customer to prepare a Report of Discrepancy (ROD) request using Standard Form 364, for incomplete, damaged and wrong items. Supplies will be picked up and retained by the unit until disposition instruction is received from the Commander, 21st Theater Sustainment Command. The following address should be used for submitting ROD(s):

Commander, HQ, 21st TSC (AERLA-MMC-LSD), Unit 23203 APO AE 09203

- 10. There are 2 types of SSSC accounts: Letter of Intent (LOI) and Government Purchase Card (GPC).
 - a. LOI account:

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- (1) LOI account holders also have the option of using their GPC card to make purchases. Upon receiving all required LOI documentation (see list below) the SSSC Office will be able to create a new or update an existing SSSC account immediately.
- (2) All units/civilian organizations are required to submit the following documents to open an account at the SSSC. The following forms need to be submitted to the USAG Wiesbaden DOL, SSSC Baumholder, located on Quarter Master Kaserne, Bldg 8716, DSN: 485-7512 Comm: 06783-6-7512. FAX: 06783-6-6366, EMAIL: usagbhrsssc@eur.army.mil.
 - (a) DA Form 1687 (Encl 2)
 - (b) Memorandum to Establish an Account (Encl 3)
 - (c) Letter of Intent (LOI) (Encl 4)
 - (d) Assumption of Command Orders (for military customers only) (Encl 5)
 - (e) Appointment Orders (for civilian customers only). (Encl 6)
 - (3) The LOI must contain the following information: (Encl 3)
 - (a) Unit's name and address
 - (b) Department of Defense Activity Address Code (DODAAC)
 - (c) Unit Identification Code (UIC)
 - (d) Location
 - (e) Complete Accounting Classification.
 - (f) Account Processing Code (APC) (4 Digit Code)
 - (g) Fund code (FC) (2 Digit Code)
 - (h) Account Number (e.g. BH016 if account has already been established)
 - (i) Billing Address
 - (j) Intended \$ Amount, Obligation for current FY SSSC support \$

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(k) Unit Point of Contact (POC) with telephone number.

b. GPC Accounts:

- (1) Memorandum to establish a SSSC account.
- (2) Whenever there is a change of commander/director a new memorandum to establish an account is required.
- (3) GPC accounts will require a memorandum requesting to establish a credit card account. This type of an account is setup this way due to the fact that only the GPC card holder is allowed to use his/her GPC. Personal identifications will be required.

NOTE: This information is required to ensure a unit will be properly billed for supplies. LOI account holder may submit separate LOI for additional deposits and withdrawals of funds from the account at anytime. Ensure that the LOI states the amount of money to be deposited or withdrawn from the account. Failure to submit an LOI will cause a delay in activating an account and support from the SSSC.

- 11. Delegation of Authority Card (DA Form 1687):
- a. The Responsible Officer or Activity Chief must submit a DA Form 1687 signature card to the SSSC.
- b. The DA Form 1687 must be completed in accordance with DA PAM 710-2-1, Figure 2-14 and must reflect the customer account number, if assigned. (Encl 2)
- c. All delegation of authority forms must be submitted in duplicate, and must be accompanied by a copy of the activity director's duty appointment orders (civilians) or assumption of command orders (military) stating the individuals fund control authority. The person signing the DA Form 1687 also has authority to shop on the SSSC account.

NOTE: It is the responsibility of the customer to monitor his/her spending.

12. SSSC account Card:

- a. The maximum of two SSSC cards will be issued per account.
- b. Any customer who has been delegated by the commander/director will be able to pick-up the account cards.

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- c. The SSSC manager or his designated representative will issue account cards to the account holder or his/her representative.
- d. Once the account cards are issued, the commander of a unit/organization assumes responsibility for all supplies purchased by the unit/organization.

e. Loss SSSC account card:

- (1) If an account card is lost, the commander/director requesting a replacement must submit a memorandum for record to the USAG Wiesbaden Baumholder SSSC.
- (2) If an account card is lost a 2nd time a memorandum from commander is required, the old account number will be closed and a new account number will be established upon receipt of memorandum.

13. Authorized shoppers:

- a. The only personnel authorized to shop in the SSSC are those listed on the unit's DA Form 1687 or GPC card holders.
- b. All customers must have the valid SSSC account card issued to the unit before shopping. Before any items are selected, the customer must verify his/her account along with SSSC card on the status list at the counter. Receipts will be printed out reflecting the individual's name, itemized listing of supplies purchased with the nomenclature, national stock number, unit of issue, unit price as well as the extended price, total sales and closing balance. The customer will be required to review their receipt for error before leaving the store. The customer will be required to sign the itemized receipt and will retain a record copy, the second copy of this transaction will be maintained in the store.
- c. If the customer loses a receipt(s), the customer must call the SSSC office and schedule an appointment to speak with a SSSC clerk to receive the receipt copy(s). It is the customer responsibility to monitor the account balance. In no case, will the LOI customers be authorized to exceed their fund ceiling. The GPC card holder will be responsible for adhering to any funds limitation given to him/her from their Resource Management Office (RMO). Customers not in uniform will be required to present valid identification.
- 14. The SSSC is operated similar to a commercial supermarket. Authorized customers of the store will select items on a self-service basis. Items selected will be taken to the cashier, placed on top the counter, the clerk will then enter the items into the system and charged them against

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the unit's account balance. The SSSC manager will try to keep restriction of quantities to a minimum, but at times it may become necessary to limit the quantity.

- 15. Control of funds: The commander/director is responsible for ensuring that sufficient funds are available to cover any purchases that are made for his/her account. The SSSC manager cannot give any supplies to any unit that does not have enough funds in their account. The SSSC manager cannot add or subtract any funds, with the exception of returns, from any account unless the LOI has been processed by the supporting RMO.
- 16. Opening of containers: The SSSC personnel will assist in identifying items so that she/he can decide on their requirements without opening containers. Displays will be present on most items in the SSSC store. Packages, boxes, cases, or cartons are not to be opened by the customer. Customers found opening any type of container will be charged for those items. Questions regarding the purchase of items should be brought to the attention of SSSC personnel.
- 17. Prices of supplies: GSA governs all prices. Prices are also located on the shelves and will be updated every six months.
 - a. Sales returns: Items cannot be returned unless the following requirements are met:
 - (1) A copy of the sales receipts reflecting the GSA document control number.
 - (2) Item(s) must be in its original packaging.
- (3) Item(s) must be returned within 30 days, except unopened toner, which must be returned within 10 working days of purchase in order to receive financial credit to the customer's account.
- b. Acquisition of items out of stock: Under certain circumstances, the SSSC manager will sign a non-availability statement. This statement is required to procure the unavailable items through local purchase channels.
- c. SSSC catalog: Listing of all available items in the SSSC inventory, published semi-annually, and copies can be requested from SSSC.
- d. Bulk Requirement: Customers are required to give the SSSC a 48-hour notice for request of bulk pick-up. The customers must submit a memorandum request listing needed items. The memorandum can be faxed or e-mailed to the SSSC. Once SSSC receives it back, the customer will be notified of which items are available and in what quantities. (Encl 7)

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- e. Annual inventory: The SSSC will be closed for three days once a year for an annual inventory; customers will be notified of closure at least six weeks prior to all closures.
- f. Funds exhaustion: Funds from old FY will not be carried over to new FY; all SSSC funds that are not expended by 30 September of ending FY will be deleted from customer account prior to 1 October of new FY. RMO will set the final spending dates for all accounts prior to the end of the FY. It will be the responsibility of the RMO to submit a memorandum to the SSSC office listing the customer account numbers supported by their office of the final day that funds should be spent. This memorandum will be accepted via email, fax or hard copy at least 48 hours prior to the cut off day.

NOTE: Fiscal year funds issued by the quarter will automatically roll over to the next quarter, except from the 4th to the 1st quarter of the new FY.

- g. On-line purchase request form: (Encl 8)
 - (1) Customer Action:
- (a) Go to USAG Wiesbaden website, http://www.wiesbaden.army.mil/sites/local and on the left side of the page click on Directorates, Logistics, them Self Service Supply Center.
- (b) Under the Useful Information, click on link (Ordering form for Wiesbaden Delivery Service) after accessing the form click the "Export to Microsoft Excel" icon on the top of the form to launch it in Excel.
- (c) Please complete the form by filling in the required information at the top. After completing the top part of the form, scroll down to the items requested. Enter the number of items required into the quantity column. After you have completed the request form, please save a copy and click on "File" at the top of the page, and scroll down to "Send To," click on "Mail Recipient (as Attachment)" send a copy to this e-mail: usagbhrsssc@eur.army.mil.
- (d) All request will be reviewed upon receipt, if a request item is unavailable the customer will be contacted. Make sure that your information contact information is correct.
- (e) If you require a more detailed description of an item to include a photo visit: https://www.gsaadvantage.gov, and place the NSN into required field and click "find it".
- 18. Contingency procedures for issues:

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- a. The USAG Wiesbaden DOL, Supply and Services Division will issue a priority filling list by units to the SSSC store. The DOL or representative will contact the unit that has been alerted for possible deployment to report to the SSSC store to be issued their supplies. Units must have funds on hand or an accompanying LOI to cover issue/sale.
- b. After hour contingency procedures: Call the USAG Wiesbaden Installation Operations Center (IOC) at DSN: 337-1490 or CIV: 0611-705-1490. Request the IOC to contact the DOL. The DOL then will contact the appropriate SSSC personnel for the contingent issue(s).

NOTE: Customers are welcome to suggest any improvements to upgrade our operational standards.

19. The point of contact for this SOP is Mr. Bruce D. Smith, Supply & Services Division, DSN: 337-5413 CIV: 0611-705-5413 FAX 337-5193.

Deputy to the Commander

8 Enclosures

1. SSSC Information

2. Sample DA Form 1687

3. Sample memo to establish account

4. Sample LOI

5. Sample Assumption of Command Orders

6. Sample Appointment Orders

7. Sample Bulk Request Memo

8. Sample On-Line Request Form

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Receiving Point

(Enclosure 1)

Self-Service Supply Center Information

BAUMHOLDER SSSC STORE MANAGER:

Quarter Master Kaserne, Bldg 8716 1st Floor

Baumholder, Germany Telephone: 485-7512/6477

Fax: 485-6366

Comm: 06783-6-7512 usagbhrsssc@eur.army.mil.

Hours of Operation:

Baumholder SSSC & CRP:

Monday through Friday: 0800-1530

CRP IS CLOSED FOR LUNCH 1200-1300

Closures: American and German Holidays (Unless otherwise posted)

NOTE: Contact the Wiesbaden, IOC at DSN: 337-1490 or CIV: 0611-705 1490 for emergency issues during all SSSC closures.

BAUMHOLDER CRP:

Quarter Master Kaserne, Bldg 8724 Central Receiving Warehouse Baumholder, Germany Telephone: 485-6827

Fax: 485-6366

Comm: 06783-6-6827

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(Enclosure 2) Sample DA 1687

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DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

USAPPC V3.00

- Block #1 Enter the calendar date the form is prepared.
- Block #2 Enter the name of your unit.
- Block #3 Enter the name of the installation on which your unit is located, authorized representative(s)
- Block #4 Enter the name(s) of authorized representatives.
- Block #5 Enter "NOT USED" on next available line.
- Block #6 (REQ) Enter "YES" in the block for each person authorized to request supplies. Otherwise "NO".
- Block #7 Enter the signature and initials of authorized representatives. AUTHORIZATION BY RESPONSIBLE OR ACCOUNTABLE OFFICER
- Block #8 Enter an "X" in this block to show that the authorized representative delegated to request/receipt SSSC supplies.
- Block #9 Enter SSSC Hanau, USAG-Wiesbaden (for initial).
- Block #10 Enter your UIC.
- Block #11 Enter Your DODAAC and CARD number.
- Block #12 Enter the name of the responsible person.
- Block #13 Enter the grade of the responsible person.
- Block #14 Enter the official telephone number of the responsible person.
- Block #15 Enter the expiration date of the card. This is determined by the person making the delegation. Do not set a date later than the date, delegating authority expects to remain.

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(Enclosure 3) Sample Memo to Establish Account

(OFFICE SYMBOL)

DATE

MEMORANDUM FOR Self-Service Supply Center Baumholder, USAG Wiesbaden DOL Unit 29623 Box 0050, APO AE 09096-0050

SUBJECT: Establish a New Account

- 1. This activity is requesting to establish a new SSSC account at the Baumholder SSSC Store. The below information is provided to establish this account:
 - a. UNIT: 220th BSB Drug and Alcohol Office, CMR 312, Box 0389, APO AE 09863
 - b. DODAAC: WK4XXX
 - c. UIC: W99XXX
 - d. LOCATION: Baumholder Airfield, Baumholder, Germany

MARY L. DOE GS-13, DAC Drug and Alcohol Director

SUBJECT: External Standard Operating Procedures for Self Service Supply Center and Central Receiving Point

(Enclosure 4)
Sample LOI (OFFICE SYMBOL) DATE
MEMORANDUM THRU Commander, (OFFICE SYMBOL/PERSON NAME), Unit, BoxAPO AE
FOR Self-Service Supply Center Baumholder, USAG Wiesbaden DOL Unit 29623 Box 0050, APO AE 09096-0050
SUBJECT: Letter of Intent, FY
PURPOSE: Request support for FY for (Units/Activities Address)
a. Class of Supply: (Sample – Class II & IV)
b. Customer DODAAC: XXXXXX
c. Customer Access Code (example 026HU or BH516):
d. Inclusive dates for which support will be required: XXXXXXXXXXXXXX
e. Customer Accounting Classification:XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
f. Customer UIC:XXXXXX
g. Customer APC: XXXX
h. Customer Fund Code: XX
i. Geographical area: XXXXXXXX
j. Supporting Organization DODAAC: XXXXXX
k. Allocation: \$XXXXX.XX
1. Customer F&AO: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
m. Point of Contact: (Name) (DSN) (Commercial Number) (Fax) (Email)
n. Supersedes memorandum, SAB, (Office Symbol) dated (Date).

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2. POC for this memorandum is

JACK L. LEWIS Fund Certification Officer

SUBJECT: External Standard Operating Procedures for Self Service Supply Center and Central Receiving Point

(Enclosure 5) Sample Assumption of Command Orders

(OFFICE SYMBOL) DATE

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command

1. Reference: AR 620-20, par 2-5.

- 2. By authority of reference above, the undersigned assumes command of the 557th Supply Company, APO AE 09845 (WHGUAA). Effective 26 May 2004.
- 3. The point of contact is the undersigned at DSN: XXX-XXXX, CIV: XXXXXX-XX-XXXXX.

JOHN HANCOCK CPT, QM Commanding

SUBJECT: External Standard Operating Procedures for Self Service Supply Center and Central Receiving Point

(Enclosure 6)
Sample Appointment Orders (civilian customers only)

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Self-Service Supply Center Baumholder, USAG Wiesbaden DOL Unit 29623 Box 0050, APO AE 09096-0050

SUBJECT: Civilian Duty Appointment

- 1. Effective (date), (name), (rank or grade), (position title), (unit address) is appointed as the 220th BSB Drug and Alcohol Director, authorized by the (unit) table of organization and equipment (DODAAC), table of distribution and allowances (DODAAC), and etc.
- 2. AUTHORITY:
 - a. AR 710-2, 31 Mar 94, Supply Policy below the Wholesale Level.
 - b. Memorandum to Establish an Account AR 735-5, 31 Mar 94, Policies and Procedures for Property Accountability.
- 3. PURPOSE: To serve as the Accountable officer for the (unit).
 - a. PERIOD: INDEFINITE.
 - b. SPECIAL INSTRUCTIONS: NONE.

MARY L. DOE Director, Drug and Alcohol USAG WIESBADEN

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(Enclosure 7)

Sample Memo to Establish Account

(OFFICE SYMBOL) DATE

MEMORANDUM FOR Self-Service Supply Center Baumholder, USAG Wiesbaden DOL Unit 29623 Box 0050, APO AE 09096-0050

SUBJECT: Bulk Request

- 1. This activity is requesting a bulk issued. The below information is provided to establish this account:
 - a. UNIT: 220th BSB Drug and Alcohol Office, CMR 312, Box 0389, APO AE 09863
 - b. ACCOUNT: XXXXX

Stock Number	Description	Unit Issue	QTY Req.
XXX-XX-XXX-XXXX	Paper, Sheet	CS	12

Point of Contact	t for this action is the ur	ndersigned at DSN:	XXX-XXXX,	CIV:	XXXXX-
XX-XXXX, FAX:	XXX-XXXX, E-mail:		•		

MARY L. DOE GS-13, DAC Drug and Alcohol Director

SUBJECT: External Standard Operating Procedures for Self Service Supply Center and Central Receiving Point

(Enclosure 8)

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^{1.} These send a sopy of this marrice via email <u>USAG Day who der 358C</u>

936C Shop Bhumbelder taff# Faq: 485 5458 Enad: _5645 Bhunholdar 555C

^{2.} Send all correspondence to: